

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DHR0378538**  
POSITION NO: **235822**  
POSITION TITLE: **Senior Carpenter**

DATE POSTED: **03/14/14**  
CLOSING DATE: **03/27/14**

DEPARTMENT NAME / WORKSITE: **Department of Navajo Veterans Affairs - Tuba City, AZ**  
WORK DAYS: **Mon - Fri** REGULAR FULL TIME: ☒ GRADE/STEP: **Y62A**  
WORK HOURS: **8am-5pm** PART TIME: ☐ NO. OF HRS./WK.: **\$ 33,030.40 PER ANNUM**  
SEASONAL: ☐ Duration: **\$ 15.88 PER HOUR**  
TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, independently performs skilled journey level carpentry work in the construction, maintenance, alteration, repair and remodeling of existing or new veteran homes, including frames, walls and various areas requiring precise measurement, close tolerance fit and structural soundness; serves as the lead carpenter, performs related work assignment and may supervise additional labor employees. Will require travel throughout the Western Navajo Agency to veteran client's home. Performs a wide variety of carpentry assignments of complex nature; inspects work site for damage to determine scope of work or plans for home construction including housing material needs, by assuring sufficient materials are on hand to accomplish task successfully and professionally. Plans and carries out work projects according to prescribed specifications, drawings and blueprints independently. Produces precise fit, accurate dimensions and acceptable finished appearance of frames, rafters, floors, concrete forms, handicap, partitions, counters, door and window frames and performs various interior and exterior trim work. Estimates and orders materials and supplies. Secures all equipment and tools before leaving work site. Maintains and assures a safe work environment; completes work order assignments as a lead carpenter. Is responsible for tracking Housing needs for Veterans within the Western Navajo Agency to ensure appropriate services have been rendered. Occasionally performs cement finishing and masonry work.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A high school diploma or GED; and completion of Carpentry Trade School; and two (2) years of journey level carpentry

**Preferred Qualifications:**

Supplemented by Certificate of Completion of Carpentry trades school. Proficient in Microsoft excel program.

**Special Requirements:**

A favorable background check. Possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Operator's Permit.

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of senior level carpentry methods and practices, knowledge of maintenance and use of wood working power and hand tools, knowledge of occupational safety and health regulations, projects management, grades quality of variety of materials, supplies and equipment. Knowledge of estimation of goods, materials and supplies necessary to complete assignments. Reading, interpreting diagrams, drawings and blueprints. Skills in following verbal and written directions as well as giving instruction and direction to labor force. Skill in writing reports on a weekly, monthly and quarterly basis. Skill in establishing and maintaining effective working relationships.

***A favorable background investigation is required.***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***